

# **RAQUEL P. LOPEZ**

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## **OBJECTIVE**

A full-time Librarian position where my organizational and interpersonal skills can be utilized to gain positive interpersonal relationships with colleagues and attain better knowledge of policies within the educational sector to make significant contributions to the organization.

## **EDUCATION**

**Indiana University Purdue University Indianapolis**

Master of Library Science and Technology Management

*(Expected graduation, December 2010)*

Concentration:

Technology Management

**Indiana University Northwest**

Bachelors of Arts in Sociology and Spanish – May 1999

## **WORK EXPERIENCE**

**Secretary for the Director of Library Services**

**Indiana University Northwest, Gary, Indiana, June 2004 – Present**

Responsibilities:

- Maintain inventory of supplies for entire library with the creation of purchase orders of various supplies, subscriptions and supplies utilizing the EPIC purchasing system
- Responsible for payroll, filing of forms for new employees to the Human Resources department
- Remain informed of all university HR policies that are in effect in order to inform all library employees of changes and to update any employee information as needed
- Assist the Director with the creation of a monthly spreadsheet with the current status of library expense budgets.
- Type and file all correspondence for the Library Director
- Edit and maintain Library's website as advised by the Director and Systems Librarian

**Senior Library Assistant**

**Indiana University Northwest, Gary, Indiana, January 2000 – June 2004**

Responsibilities:

- Created, maintained, and improved faculty web pages under the Electronic Reserve program.
- Directed the Reserve Department staff.
- Created several manuals for the Circulation department.

**Library Assistant**

**Indiana University Northwest, Gary, Indiana, October 1997 – December 1999**

**Responsibilities:**

- Maintained a consistent system of mailing out overdue periodicals notices to faculty members and students.
- Trained newly hired staff.
- Responsible for scanning and converting files and web page maintenance for the Electronic Reserve program.

**Spanish Lab Monitor and Tutor**

**Indiana University Northwest, Gary, Indiana, September 1998 – August 1999**

**Responsibilities:**

- Provided technical support for students using the Spanish lab computers.
- Tutored students in assignments for Spanish courses and create study guides for students requesting extra assistance.

**COMPUTER SKILLS****Software and Systems:**

*Microsoft Office Suite 2007 - Word, Microsoft Excel, Microsoft PowerPoint, Adobe Creative Suite 4 - Photoshop, Adobe Acrobat, Adobe Illustrator, Macromedia Dreamweaver MX, Fireworks MX, FIS (Financial Reports Server), SIS, EPIC, Citrix Meta-frame XP*

**Skills:**

Scan, convert files to PDF format using *Adobe Capture*, link items onto a webpage, web editing using *Dreamweaver*, basic knowledge of HTML, and photo editing. Basic knowledge of CSS.

**COMMUNITY/ COMMITTEE SERVICE**

**2010 – Present** –Cohort member of Indiana Librarians Leading in Diversity at Indiana State Library

**2009 – Present** –Library Information Commons Advisory Committee

**2009- Spring** –Presented at Spring Indiana Online Users' Group Spring Program: Next Generation Catalogs: New Worlds to Explore

**2008 – Present** -Library Services Assessment Committee member

**2008 – Present** -Marketing Committee for Indiana University Northwest Library

**2007** – Reference Librarian Search Committee member

**2004** – Senior Library Assistant Search Committee member

**2004 – 2007** Director of Library Services Search Committee member

**2003 - 2005** – Library Renovation Committee member

**REFERENCES**

Available upon request.